

# Comhaltas in Britain Safeguarding: Child & Vulnerable Adult Protection Policy





## Comhaltas in Britain

Child & Vulnerable Adult Protection Policy

And Guidelines for Work with Children,  
Youth & Vulnerable Adults

Policy as adopted by Council of Comhaltas  
in Britain at Convention 2021

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## Comhaltas in Britain

This policy highlights the value base, standards and procedures required for volunteers and staff to ensure effective protection for children & vulnerable adults.

It should be utilised where circumstances and programmes require it e.g. weekly classes, events, residential activities and overseas trips.

For the purposes of this document:-

- “Cathaoirleach” - Refers to the head of each unit of Comhaltas
- “Volunteer” - Refers to a person who is involved in the running of Comhaltas
- “Staff” - Refers to a person who is employed by Comhaltas
- “Worker” - Refers to a person who is carrying out a task for Comhaltas and may be either a volunteer or member of staff
- “CCÉ” - Comhaltas Ceoltóirí Éireann
- “Comhaltas” - Comhaltas Ceoltóirí Éireann



## Child & Vulnerable Adult Protection Policy

Comhaltas is committed to taking every appropriate step to ensure the safety and well being of the people with whom it works, regardless of class, gender, race or creed. Comhaltas has a 'Zero Tolerance' policy with regard to abuse, intimidation, bullying (physical or emotional), racism & sexist behaviour directed to anyone. All comhaltas volunteers and employees must be aware of this policy and it is their duty to guarantee its implementation.

The policy states:

*“All Children, young people and vulnerable adults should enjoy Comhaltas facilities and activities without fear of physical, emotional, or sexual abuse or neglect”*

This policy has been reviewed and approved by the Provincial Council of Britain on February 2017

## Principles of Good Practice

The following is a summary of the principles of good practice for the protection of children & vulnerable adults which all units of Comhaltas must adhere to:

1. Comhaltas strive to promote the general welfare, health and personal development of individuals and protect them from harm of all kinds.
2. Comhaltas recognise that children, young people and vulnerable adults have rights as individuals and treat them with dignity and respect.
3. Comhaltas shall raise awareness about what children, young people, and vulnerable adults are entitled to be protected from.
4. Comhaltas will adopt and consistently apply a rigorous and clearly defined method of recruitment of both staff and volunteers.
5. Comhaltas will respond appropriately in relation to concerns, allegations, incidents and disclosures of alleged abuse.
6. Comhaltas shall establish links with parents/guardians and other relevant organisations.
7. Comhaltas shall stay abreast of emerging technologies and web based programmes to ensure that all members can enjoy all of what Comhaltas has to offer in a safe and secure environment.
8. Comhaltas shall ensure best practice with regards to photography & videography.
9. This policy should be reviewed every 3 years and ammendments are to be adopted by Provincial Council.



## Roles & Responsibilities

### **Social Services Departments:**

Social Services departments have a statutory duty to investigate any case where they receive information suggesting that a child, young person or vulnerable adult may be in need of care, protection or control unless satisfied that such inquiries are unnecessary. Their objective is to ensure the safety and welfare of the child, young person or vulnerable adult by providing support services to them where necessary. They also have a lead role in co-ordinating the work of all the appropriate agencies and professionals concerned with the individuals family.

### **Staff & Volunteers:**

Whilst the primary responsibility for the protection of children and vulnerable adults from abuse lies with Social Services, all staff and volunteers who come in to contact with children, young people and vulnerable adults have a duty to help protect them from abuse or the risk of abuse.

When volunteers see signs which cause them concern, they may have the opportunity to talk to the individual with tact and sympathy. They should not enquire too deeply or carry out an examination. If the individual's responses do not dispel any suspicions, or if it is impossible to talk to the individual, then volunteers & staff should make their concerns known to the appropriate Designated Lisison Person(s) (DLP(s)).

### **Designated Liaison Persons (DLP's)**

Each branch of Comhaltas within the Province of Britain should appoint 2 Designated Liaison Persons - preferably one Male, one Female. Please record the contact information for your DLP's at the back of this booklet.





## Designated Liaison Persons (DLP's)

The Branch DLP's:

1. Will be responsible to the Branch committee.
2. Have a key role to play in many of the practices outlined in this document.
3. Have a responsibility to the Office Bearers to encourage Comhaltas to comply with the standards and practices outlined in this document.
4. Have a responsibility for updating information on relevant issues and monitoring (via the Caithearlaocht) the effectiveness of this policy.
5. Maintain a network of contacts within relevant authorities such as Social Services, relevant Police departments, NHS, ascertaining contact names and phone numbers.



## General Standards & Practice

### **Standard:**

1. To value each individual, recognising their individuality and seek to develop their potential and maximise their contribution to the organisation and to society as a whole.
2. To help individuals develop and grow using methods appropriate to their age and stage of development.
3. To encourage young people to be involved in the management and planning of the programmes in which they participate.
4. To treat individuals with respect and to encourage them to do likewise in their relationships with others.
5. To choose and train Comhaltas volunteers whose contribution to the group will be positive and in keeping with the standards promoted by Comhaltas management.
6. To each formulate their own specific statements of aims and objectives subject to the office bearers, and make them known to all individuals within the organisation.
7. To use appropriate language with individuals and encourage them to speak to each other in ways which build up dignity and mutual respect.
8. To avoid and discourage put-downs and disparaging remarks.
9. To have programmes which are appropriate and planned well in advance.
10. To have adequate leadership in terms of child/adult ratios as determined by health & safety standards for programmes.
11. To ensure that there are emergency contact details and relevant medical information, photographic consent, and agreement to our 'code of conduct' on file for each child, young person & vulnerable adult.
12. To be aware of parents/guardians arrangements for delivering and collecting of children and young people from Comhaltas activities and to generally maintain good communication with parents.



## **Practice: Comhaltas Needs To**

1. Keep an updated list of names, addresses and contact numbers for all group members and volunteers
2. Comhaltas in Britain shall deliver a copy of the Child Protection Policy to each unit of the organisation with Britain.
3. Each volunteer should have access to the Comhaltas “Child & Vulnerable Adult Protection Policy” and be familiar with its contents. They should know who to contact if neglect or abuse is suspected, or if a complaint is made and what basic procedures to follow.
4. Each worker must complete an appropriate application form which is to be kept on file.
5. Each group should formulate its own statement of aims and objectives, which should be accessible to all parties involved in the group. (New members should be familiarised with this)
6. Each group needs to formulate in close association with young people or children involved - a code of conduct, a discipline policy, and an anti-bullying policy. A copy of this should be kept with the group’s aims and objectives.
7. Each group needs to plan its programme with safety in mind.
8. Each group should use the appropriate permission forms for activities and outings, and complete accident reports as and when necessary.



## Contact with Children & Vulnerable Adults

### **Standard - Volunteers & Staff should avoid:**

1. Spending excessive amounts of time alone with children or vulnerable adults away from others. A worker should never be alone with a child/vulnerable adult unless they are in the sight of others.
2. Taking children/vulnerable adults alone on car journeys, however short. Where this is unavoidable, the child/vulnerable adult should sit in the back seat. Where possible, parents should be advised before departure.
3. Taking children/vulnerable adults to a workers home
4. Using physical force to remove a child/vulnerable adult unless:
  - It is for the child/vulnerable adult's safety or
  - You are concerned for the safety of persons or property.

*When occasions arise where these situations are unavoidable, they should only occur with the full knowledge and consent of the leader in charge and/or the child/vulnerable adult's parent/guardian.*

### **Volunteers & Staff should never:**

1. Engage in rough games with children.
2. Engage in sexually provocative games/contact/bahaviour/discussion.
3. Allow or engage in any form of inappropriate touching.
4. Use corporal punishment.
5. Allow children to use inappropriate language unchallenged.
6. Make sexually suggestive comments about or to a child - even in a humorous nature.
7. Allow an allegation made by a child to go unchallenged or unrecorded.
8. Do things of a personal nature that they can do for themselves.
9. Sleep in a room with children without at least one other worker or adult being present.
10. Establish relationships with participants which may have sexual overtones.



# Child & Vulnerable Adult Protection Policy

## Practice

All branches / groups should keep a written record of the name, address, telephone number, date of birth, special medical needs and next of kin information for each child/vulnerable adult.

Each group should maintain the following worker to child ratios (allowing for a minimum of 2 leaders at all times). Additional staff may be required to cope with the demands of high risk activities.

Approximate Age Range	Number of leaders	Number of children
2-3	1	4
3-6	1	4
6-11	1	8
11-18	1	8

When a group consists of both males and females, the staffing should ideally reflect the composition of the participants.

Each volunteer should be given a copy of 'Guidelines for self-protection' (see page 32)

The standards set out above must be maintained and followed at all times.

Please note the Comhaltas management expects volunteers to act with sensitivity and self-control when working with all age groups. Those engaged in Comhaltas Work need to recognise the issues of power and responsibility. It is Comhaltas practice that volunteers do not misuse their role by taking advantage of participants of any age and establishing 'personal relationships'.



## Appointment of Workers/Volunteers

### **Standard**

Comhaltas branches / groups should employ an open recruitment process and all appointments should only be made based on the merits of individual applicants. For the well-being and protection of programme participants, all potential staff and volunteers must be vetted prior to their appointment or involvement in activities. Full appointment procedures should be carried out as per the guidelines recommended below and in the the appendix “Guidelines for recruitment and management of volunteers and workers”.

### **Practice**

1. Each potential worker should be made fully aware of all duties and responsibilities pertaining to the appointment and the Comhaltas Child & Vulnerable Adult Protection Policy.
2. References should be obtained and checked, including at least one from a former employer (where applicable).
3. Workers involved in regulated activity must be vetted through the Disclosure and Barring Service (DBS) in England & Wales, and Disclosure Scotland in Scotland (based on where activity takes place).
4. All appointments, probationary periods and work reviews should be sanctioned and minuted by at least one of the following: a full branch meeting / branch sub-committee for staff and volunteers / full meeting of the management committee.
5. All appointments should be confirmed in writing.
6. Potential workers should be assured of confidentiality.
7. Each worker or volunteer should serve a probationary period.
8. A training needs assessment should be undertaken before the end of the probationary period.
9. An induction process should be followed for each new worker/volunteer - arranged by the committee.
10. An inexperienced new worker may initially be required to assume an assisting role with an experienced worker.
11. Child protection training must be provided.



**Suitability - All new workers/volunteers must agree to/fit within the following conditions.**

1. Agreement with the aims & purposes of Comhaltas
2. Have no criminal convictions for offences likely to endanger children or vulnerable adults.
3. Previous experience of working with children & vulnerable adults is seen as favourable.
4. Commitment to treat all people as individuals with equal concern
5. Be physically able to cope with the role to which he/she will undertake.
6. Commit to undergo training.
7. Commit to work within a team environment.
8. Commit to recognise the importance of child/vulnerable adult protection & the authority of line management.



## Responding to Accidents / Incidents

### **Standard**

When an accident / incident occurs, the danger must be removed immediately, the injured person treated, and the accident recorded.

### **Practice**

1. Each organisation should provide basic First Aid training for every staff member and volunteer.
2. When on outside activities, a leader trained in Emergency First Aid should be in attendance.
3. A telephone should be accessible wherever a group meets. Every leader should know how to access this facility. Notice of the nearest telephone should be clearly displayed.
4. Emergency numbers should be displayed prominently.
5. Professional help should be sought if and when the trained First Aider cannot help or if further assistance is required when the First Aider can do no more.
6. A First Aid box should be provided at each location. Professional advice should be sought on contents.
7. The worker in charge of the group must inform the Cathaoirleach of any accidents/incidents at the earliest possible opportunity.
8. The worker in charge of the group must ensure that the child/vulnerable adult's parent/guardian is immediately notified of any accidents/incidents.
9. The worker in charge of the group must record all details of accidents in the Accident Book and also obtain witness statements within 24 hours.
10. Identify cause of the accident/incident and prevent re-occurrence.





# Trips and Residential Activities

## **Standard:**

All trips and residential activities must be thoroughly planned and documented in advance including a risk assessment with all the relevant information accessible to all parties involved.

## **Practice**

1. Parents/guardians must be informed in writing of the arrangements for any trip to be taken outside of the normal venue.
2. The worker in charge must obtain from parents, their prior written consent to the participation of their child and a completed copy of the health form prior to departure.
3. A copy of the trip information form should be forwarded to the cathaoirleach and or secretary.
4. Copies of the consent and health forms must be forwarded to the cathaoirleach or held by an appropriate contact person.

## **Residential Activities**

1. All trips and residential activities will be subject to all the policies and guidelines of Comhaltas including but not limited to this document at all times.
2. Each residential should have at least two leaders in charge, preferably 1 male & 1 female. There should be at least one leader to every 8 young people.
3. Leaders must ensure that males and females have different sleeping rooms. In exceptional circumstances, workers must be sensitive to the needs of individuals and monitor situations carefully.
4. Young people participating should have their privacy respected by other participants e.g. rooms, changing rooms, showers e.t.c.
5. Staff members (workers) must always use common sense and sensitivity and not leave themselves open to allegations of sexual misconduct. For example:
  - Do not enter rooms without permission.
  - Do not enter changing rooms without permission.
  - Do not enter showers without permission.
  - Always knock or call out and ask permission before entering areas where people may be changing.



## Health

### **Standard**

Comhaltas staff members and volunteers should be prepared to treat each child/vulnerable adult according to their own needs and respond appropriately to any condition they may have. Workers should be appraised of the individual and diverse range of health issues existing amongst the group via the parental information disclosed in the health form.

### **Practice**

1. All children and young people should be given a copy of the health form to be completed by their parent/guardian at the beginning of each working year. This may be supported by a revised copy prior to any trip if the parent/guardian has any amendments or additional information to provide.
2. This confidential form should be access by the worker in charge of that individual to alert them of any personal or health difficulties.
3. Medication should not be given to any child without the written consent of the parent/guardian or doctors treating the child.
4. In the event of an urgent health or medical crisis arising, professional help should be sought immediately.
5. Any medicines which the child/vulnerable adult carries with them to a meeting or trip, should be clearly marked with the individual's name and parents/doctor's signed instruction for use. The allocated worker in charge of medication should then, if necessary, carry them, to be taken as prescribed.
6. All venues should carry the name and phone number of the nearest contact in a medical emergency and have telephone access (i.e. if the group are out on a trip the worker in charge should carry the contact numbers with them alongside a mobile telephone).



## Premises

### **Standard:**

The premises used for all Comhaltas activities should be suitable and safe and have a completed risk assessment. This includes:

1. Adequate provision of toileting facilities.
2. Appropriate and adequate lighting (torches in emergencies).
3. Appropriate and adequate heating systems.
4. Adequate provision of security and safety appliances.
5. All fire exits and entrance and exit routes should be kept clear and marked for any situation.
6. All keys to entrance/exit doorways should be easily accessed for emergency situations.
7. All fire alarms and appliances should be installed following professional advice and maintained as advised. Workers should be trained in their use.
8. All work/meeting areas should be marked with an 'Assembly Point' in cases of emergency.
9. No heating/cooking items, electrical appliances, or naked flames other than those tested and fitted to the venue by a professional should be used.

### **Practice**

It is the responsibility of Comhaltas to maintain the upkeep of the premises to a safe and suitable standard. However, the worker in charge has a responsibility to:

1. Maintain and leave the premises in a clean, tidy and secure condition.
2. Notify the cathaoirleacht of any defects or hazards in the working / meeting environment. Ensure these points are documented in a memo/health and safety notebook.
3. Any damage caused by a user group should be reported immediately.
4. Regular scheduled fire drills should occur within each organisation.



## Transport

### **Standard & Practice**

#### **General**

Coaches and minibuses are safer and more effective ways of transporting large groups than the use of private vehicles owned by parents/workers. Ideally the transporting of children should be kept to a minimum and reviewed regularly to consider alternatives.

#### **Hired Transport**

When it is necessary to hire transport, a reputable company should be used and their insurance cover checked.

#### **Comhaltas Minibuses**

Comhaltas needs to allocate an individual/group to be responsible for the upkeep of the minibus. Overcrowding is dangerous and invalidates insurance cover. It is recommended that a notice be posted within the minibus stating the maximum number of permissible passengers.

All minibuses are required to be fitted with seat belts. One belt per individual no matter how small. If an infant is to be transported then an appropriate baby carrier or other arrangement should be adopted.

The driver should endeavour to park the vehicle so that passengers can exit onto the pavement nearest to their destination as opposed crossing roads. All drivers should wait until a child leaving the vehicle is safely indoors before driving off.

The driver must be properly licenced to drive the vehicle and should ensure that he/she always does so with due care and attention, adhering to the highway code.

When a driver is unaccompanied it is important to ensure that no particular child is consistently left off last or collected first.



The minibus must be checked on a regular basis to ensure roadworthiness and serviced at regular intervals - See 'Drivers Form'

Any faults should be reported immediately to the person(s) responsible for the minibus.

Comhaltas should ensure that the vehicle has adequate roadside cover in the event that roadside assistance is required.

## **Cars**

All parents/guardians should be encouraged to supply the name of the person(s) who will regularly be responsible for delivering and collecting children to and from events.

Workers should not, as a general rule, give lifts to/from events without the written consent of the parent/guardian. This should be received at the commencement of the year/term and kept on record by the activity organiser.

Each worker who may be required to transport children must produce a copy of their driving license and insurance certificate to the activity organiser at the commencement of the year. Drivers should check that their passenger liability insurance is adequate, and note that overcrowding invalidates any insurance cover. Normal saloon cars should not carry in the excess of five people.

It is the responsibility of all drivers to ensure the roadworthiness of their vehicle and have it serviced at regular intervals. Checks should be made on the tyres, fuel and oil levels before every journey.

Voluntary workers can use cars to transport children/young people provided the above conditions apply and that hire or reward is not involved.

It is the responsibility of the driver to ensure that each individual in the car is wearing a seat belt before commencement of the journey.

All drivers must have the appropriate driving license.



## Appendix I

### Definition of Child/Vulnerable Adult Abuse

***“Child / Vulnerable Adult abuse is a violation of an individual’s human and civil rights by any other person or persons”***

***“Abuse may consist of a single act or repeated acts. It may be physical, verbal, or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent.”***

#### **Standard**

Workers should recognise that abuse may take one of a number of forms. Whilst staff members and volunteers are not expected to be able to diagnose abuse, it is sensible to be appraised of the range and possible indicators involved.

#### **Practice**

A presentation of the definitions, types and indicators should be included in Child Protection/Vulnerable Adult training and annual updates provided for workers at the commencement of each year. It should be noted that many of the indicators would only be apparent if bathing an individual child or as part of a medical examination - neither of which would be practiced by Comhaltas workers.

## Appendix II

### Range and Indicators of Child/Vulnerable Adult Abuse

#### **Definition:**

The term child abuse is used to describe ways in which children are harmed by someone in a position of power. There are many different way in which children can be harmed.

#### **Neglect:**

The persistent failure to meet a child/vulnerable adult's physical, emotional and/or psychological needs. This may include failure to provide adequate food, shelter and clothing. Failure to protect from harm or danger, failure to ensure adequate medical care or a lack of supervision.

Possible signs and symptoms:

- Exposure to danger, lack of supervision
- Inadequate/inappropriate clothing for the time of year
- Constant hunger
- Untreated illnesses

#### **Physical Abuse**

The deliberate physical injury or a failure to prevent physical injury to a child/vulnerable adult. This may include hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating, confinement to a room or inappropriately giving drugs to control behaviour.

Possible signs and symptoms:

- Scratches
- Bite marks
- Bruises in unusual places - arms, stomach, head, back
- Bruises or marks consistent with straps or slaps
- Burns of all kinds that do not have explanation
- Undue fear of adults shown by ducking when approached
- Fearful watchfulness
- Failure to thrive.



## **Bullying**

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Possible Signs and Symptoms -A child may indicate by signs of behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child for example:

- Is frightened of attending the group
- Becomes withdrawn anxious, or lacking in confidence
- Attempts or threatens suicide or runs away
- Cries themselves to sleep at night or has nightmares
- Has possessions whar are damaged or 'go missing'
- Asks for money, or starts stealing money
- Is afraid to use the internet or mobile phone
- Is nervous and jumpy when messages are received

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.

## **Sexual Abuse**

The forcing or enticing of a child/vulnerable adult to participate in sexual activities, whether or not the child/vulnerable adult is aware of what is happening. This may involve physical contact including penetrative or non penetrative acts, or non-contact activities such as involving vulnerable individuals in looking at or in the production of pornographic material.

Possible physical indocators:

- Itching in the genital area
- Sorness in the genital area
- Unexplained rashes or marks in the genital area
- Pain upon urination
- Difficulty in walking or sitting
- Stained or bloody underclothes
- Recurrent tummy pains or headaches
- Bruises on inner thighs or buttocks.





Possible behavioural indicators:

Frequent masturbation - (Many young children may masturbate occasionally for comfort or experimentation)

Inappropriate language for age of child

Inappropriate sexual knowledge for age of child

Making sexual advances to adults or other children

Wariness of being approached by anyone possibly combined with a 'dazed' look.

## **Emotional Abuse**

The persistent emotional ill treatment of a child/vulnerable adult to cause severe adverse effects on their emotional development or psychological state. It may involve conveying messages of worthlessness or being unloved causing a child/vulnerable adult to feel frightened or in danger. Smothering a child's development through over-protection can also be a form of abuse.

Signs and symptoms:

Overly withdrawn child

Overly aggressive child

Constant wetting or soiling

Persistent rocking movement

Inability to relate to peers

## **Grave Concern**

While strictly speaking not a form of abuse but a category of registration of abuse, this term covers children whose situation does not currently fit any of the five categories above but where social and medical assessments indicate that they are at significant risk of above.

## **Remember:**

1. Look for a cluster of signs and symptoms
2. Record and date all observations of worrying marks/behaviour and keep these observations safe - they may be required
3. Seek advice about what you see and hear.
4. Some of these signs even in combination are not necessarily proofs in themselves that abuse is present.



## Appendix III

### Responding to Allegations, Disclosures, or Concerns of Abuse

#### **Standard**

A worker who has a concern and/or receives an allegation or disclosure of abuse must not independently investigate the incident but must immediately report the matter to the activity organiser and the cathaoirleach. Any independent investigation could well aggravate the situation or 'invalidate' any disclosure. Everyone working with children/vulnerable adults has a duty to report suspected, alleged or confirmed incidents of abuse.

#### **Practice**

1. If a child/vulnerable adult makes a disclosure or allegation to a worker or volunteer, the worker or volunteer must make it clear that someone else will need to be told. Do not promise confidentiality. Do not make any other promises. Do accept the validity of the disclosure and try to remain as objective as possible.
2. The worker must document the disclosure / allegations as soon afterwards as possible to maintain accuracy. Note any 'advice' given to the child/vulnerable adult.
3. The worker must not ask any specific questions of the child/vulnerable adult before, during or after the disclosure as this may invalidate any allegations if the questions are of a leading nature.
4. Report immediately to the worker in charge who will in turn report the incident to the DLP(s) within the branch. The DLP(s) then have a duty to pass on the information to the relevant authorities or Police.

## Appendix IV

### Information on Disclosure

If a child/vulnerable adult gives an indication that he/she may want to tell you about a problem you should:

1. Arrange a time and place where you can talk privately as soon as possible after the individual has initiated contact - remember to do this within sight of others.
2. Stay calm and reassuring
3. Explain that you cannot promise to keep what the individual tells you a secret
4. Listen to and do not dismiss what the child/vulnerable adult tells you - Explain that whatever the circumstances, he/she has support
5. Do not press for details - some cases of abuse need further and possible extensive investigation. It is better for the individual if he/she does not have to repeat details unnecessarily.
6. Ask the individual whether he/she has told anyone else
7. If the individual hasn't, ask him/her to think about who would be a good person to tell
8. Tell the individual that you will help them to tell that person
9. Explain that there are other people whom you might have to contact. Who these people are will depend on the situation and how the disclosure will fit within the overall policy
10. Do not make promises to the individual - the situation may cause you to react emotionally and cause you to make promises, which cannot, in the event, be fulfilled.
11. Tell the individual that you are pleased that he/she has decided to tell someone, and that he/she was absolutely right to tell.
12. Let the individual know that you believe them and understand how difficult it is to talk about such experiences.

A wide range of possible situations can fall into the category of a disclosure/allegation. Because it is impossible to know in advance what an individual will say, it is advisable to always follow the suggestions given above. Children will probably tell you about incidents involving bullying or bribes perhaps from peers



Whilst they may have been important enough for the child to tell you about them, they may require no further action.

In cases where the individual is at risk or the disclosure is obviously of a serious nature, you will need to follow the procedure as dictated by Comhaltas.

You are not expected to be a therapist, but because the individual has chosen to talk to you and because you have listened and believed, you have already helped the individual. Many victims of abuse state that having the first person they told to be supportive was the first step in recovering from their experience.

After you have talked with the individual, follow the procedure laid down for reporting such incidents.

In the event of disclosure, you should be:

1. Reassuring
2. Empowering
3. Advising
4. Supporting
5. Listening
6. Counselling
7. Non-Judgemental
8. Referring
9. Affirming
10. Following up

## **Definition of Confidentiality**

***“Something which is spoken or given in private, entrusted with another’s secret affairs”.***

The confider is asking for the content of the conversation to be kept secret. Anyone offering absolute confidentiality to someone else would be offering to keep the contents of their conversation secret and thus be discussed with no-one.



# Child & Vulnerable Adult Protection Policy

It is clear that there are limits to confidentiality at the beginning of the conversation. They should reassure the individual that the limits are to ensure the child/vulnerable adults safety and well-being. The individual should be informed when a confidence has to be broken for this reason and if appropriate be involved in information sharing.

**For more details, please see the Confidentiality Policy attached to this Policy (Appendix X)**

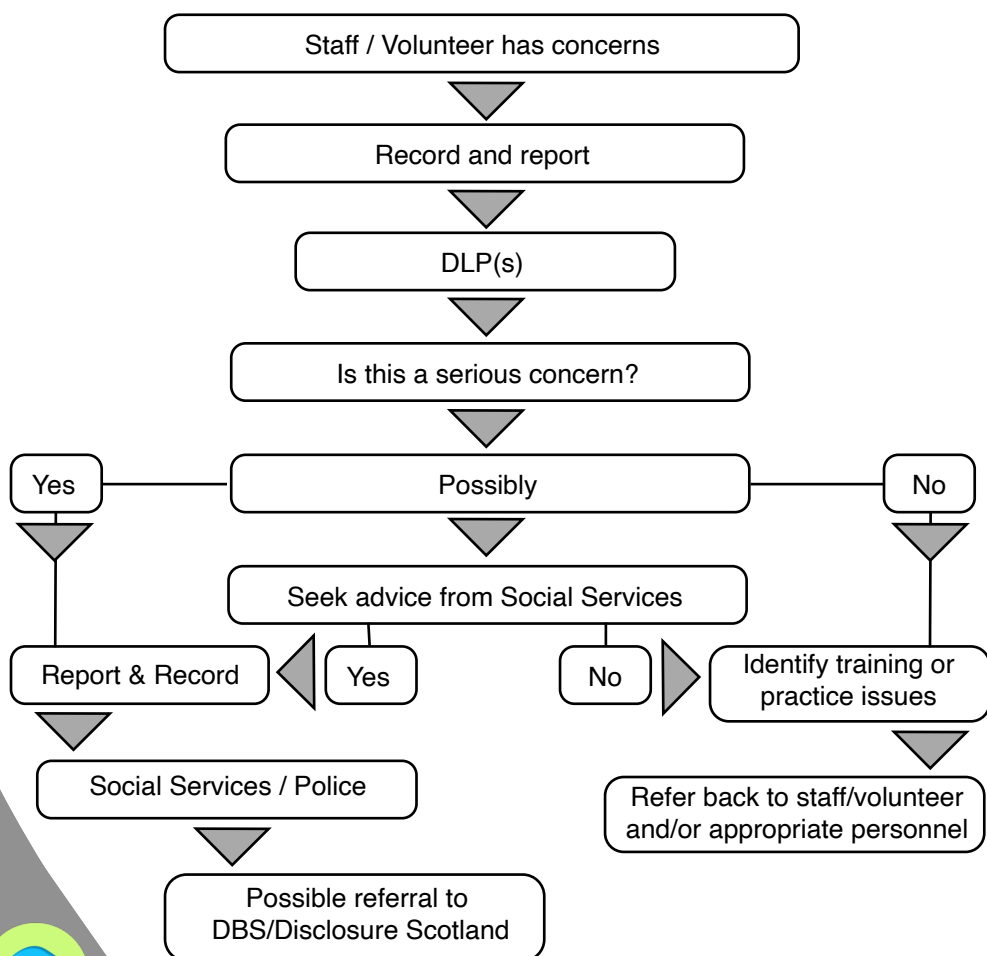
Comhaltas will never promise to keep secrets. However, information of a confidential nature will only be communicated on a “need to know” basis, with the welfare of the child/vulnerable adult paramount.

Considerations of confidentiality will not be allowed to override the rights of individuals to be protected from harm.



## Appendix V Reporting Arrangements

The first time you notice any signs or symptoms, you may be very shocked, Try not to convey this shock to the child, especially if they are telling you about the problem. Remain calm, listen to and observe the child. Trust your own judgement. When you are confronted with behaviour or development that is not within the normal range, and particularly if you suspect abuse, inform the DLP(s) within the branch who will seek professional advice



## **Reporting regarding a member of staff or a volunteer**

If it is understood that a member of staff/volunteer has harmed a child or vulnerable adult, or placed them at risk or harm, the same reporting procedures and policy should be followed and if necessary a referral may be made to the DBS / Disclosure Scotland.

In the case of an allegation/disclosure involving one of the Designated Liaison Persons (DLP(s)) the staff/volunteer should report this to the Provincial Council DLP or the most senior DLP available.

## **Contact information for referral services for further information where required:**

**Disclosure & Barring Service (England & Wales Only)**  
**Telephone: 03000 200 190**

**Disclosure Scotland (Scotland Only)**  
**Telephone: 0870 609 6006**  
**Mon-Fri 8am-6pm**



## Appendix VI

### Guidelines for Self Protection

In the event of any injury to a child/vulnerable adult, accidental or otherwise, ensure that the incident is recorded and witnessed by another adult.

Keep records of any false allegations a child/vulnerable adult makes against you. This should include everything from 'You're always picking on me' to 'You hit me' and comments such as 'Don't touch me'. Use the incident form to keep dates and times.

Get another adult to witness the allegation if possible. If you are in a school or residential setting, take the individual to the leader in charge and explain what happened. A record of that meeting should be kept.

If a child/vulnerable adult touches you in an inappropriate way, record what happened and ensure that another adult is also informed. It could be a totally innocent touch, so do not make the individual feel like a criminal. However, remember that ignoring this or allowing it to go on, may place you in an untenable situation.

On journeys, always have at least two members of staff. If it is an overnight trip or residential, check rooms in pairs.

Do not place yourself in a situation where you are spending excessive amounts of time alone with one young person away from other people. If you are speaking one to one, ensure that the door to the room is kept open at all times.

If you are in a residential setting, never under any circumstances take a child/vulnerable adult in to your bedroom.

It is unwise to take children/vulnerable adults in your car alone.

It is unwise to take children/vulnerable adults to your home, as they could then describe rooms, furnishings e.t.c.





# Child & Vulnerable Adult Protection Policy

It is unwise to take children/vulnerable adults to your home, as they could then describe rooms, furnishings e.t.c.

Never do something of a personal nature for children/vulnerable adults that they can do themselves. This includes cleaning bottoms, unbuttoning trouser buttons or any activity that could be misconstrued.

Do not go into a toilet alone with children / vulnerable adults. Be mindful of how and where you touch children/vulnerable adults. Never pat an individual on the bottom.

Do not extend hugs or kisses on the mouth to children/vulnerable adults. This might be particularly relevant to those working with special needs children. Though we want to give love and attention to children, this guideline is important not only for a worker's protection, but also for the individual's as well.

When taking children/vulnerable adults on an outing, think of how you appear to the public when dealing with them. It may mean that disruptive individuals cannot go on outings.

If you are suspicious of abuse by a colleague, peer, or any other person, you must disclose this to the Cathaoirleach and the DLP(s). If there is an attempted cover-up, you could be implicated by your silence.

Always inform people of any uneasiness or fears you may experience during your work with young people/vulnerable adults.



## Appendix VII

### Forms & How to Use Them

#### **Application form to work for CCÉ**

Every person wishing to work with children/vulnerable adults should complete this form. Potential workers should also be given the relevant information on the group they wish to work with and a copy of the relevant policies and guidelines.

#### **Declaration of Criminal Convictions, Cautions & Barrings**

While we request individuals to provide us with this information, we acknowledge their right to withhold information should they wish to do so. Should an individual apply for a position where they are deemed to be carrying out 'Regulated work or activity' - a background check will be required which will highlight any relevant issue regarding their potential suitability to carry out the role.

#### **Guidelines for Recruitment and Management of Volunteers**

#### **Reference Form**

To be used for any new worker joining the team. The referee should not be a relative, and should have known the person well for 3 years.

#### **Parental Consent Form**

To be completed by the parent or guardian of the child. A leaflet giving basic information about the specific event should accompany this form. Consent forms must be returned in advance of the event otherwise the child should not be permitted to attend the event.

#### **Trip Information Form**

An information sheet containing all relevant details should be produced and sent 3 weeks in advance to the parent/guardian for any trip or outing where the children are taken away from their usual meeting place even if only for a few hours.



**Appendix VII(i)**  
**Application Form for Comhaltas**

NAME\_\_\_\_\_

ADDRESS\_\_\_\_\_

\_\_\_\_\_POSTCODE\_\_\_\_\_

TELEPHONE\_\_\_\_\_ MOBILE\_\_\_\_\_

POST(S) APPLIED FOR (Please tick one or more)

Music, Language, Song, or Dance Tutor [ ]

Door/Desk Attendant [ ]

General Assistant [ ]

Providing Transport [ ]

**CURRENT & PREVIOUS VOLUNTEERING OR PAID APPOINTMENTS**  
 (Please list in chronological order - starting with the most recent)

Employer/Group's Name Address & Type of Business	Positions held (Briefly describe duties)	Date From/To	Reason for Leaving Post

### EDUCATION & QUALIFICATIONS

University / College	Subject	From (mm/yy)	To (mm/yy)	Results (Hons/ Level Attained)

### TECHNICAL, PROFESSIONAL, COMMERCIAL OR RELEVANT TRAINING

College / Institute	Type of training	From (mm/yy)	To (mm/yy)	Results

### MEMBERSHIP OF PROFESSIONAL BODIES / PROFESSIONAL REGISTRATION

Please provide the names and addresses of two people (not relatives) who have known you well and would be able to comment on your suitability for this/ these post(s)

Referee1: NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ POSTCODE \_\_\_\_\_

IN WHAT CAPACITY DO THEY KNOW YOU? \_\_\_\_\_

Referee2: NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ POSTCODE \_\_\_\_\_

IN WHAT CAPACITY DO THEY KNOW YOU? \_\_\_\_\_

**Appendix VII (ii)**

**DECLARATION OF CRIMINAL CONVICTIONS, CAUTIONS AND ORDERS**

*Despite requesting the following information, Comhaltas in Britain recognises the rights of individuals to withhold information.*

<b>Do you have any prosecutions pending?</b> (If yes please give details)	<b>Yes</b>	<b>No</b>

<b>Have you ever been convicted at a court or cautioned by the police for any offence?</b> (If yes please list below details of all convictions, cautions or orders. Give as much information as you can including the offence, date of hearing and the court in question)	<b>Yes</b>	<b>No</b>

<b>Declaration of Abuse Investigation(s)</b> (Have you ever been the subject of an Adult or Child Abuse investigation which alleged that you were the perpetrator of any adult or child abuse. If yes, please list all appropriate details and dates)	<b>Yes</b>	<b>No</b>

**Declaration and Consent**

For any information provided, I declare that the information I have given is accurate to the best of my knowledge. I understand that I may be asked to complete a background check application form if I am considered the preferred candidate for the role applied for, and I consent to this check being made. I agree to further inquiries being made relevant to this declaration.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Maiden Name \_\_\_\_\_

## **DECLARATIONS**

Please ensure you sign and date this declaration before returning your application form

### **DATA PROTECTION ACT DECLARATION**

The information on the application form will be held and processed in accordance with the requirements of the General Data Protection Regulations (GDPR - 2018) and the Comhaltas Data Protection Policy.

I understand that the information is being used to:

- \* Process my application for employment.
- \* Form the basis of a computerised record on the recruitment system for processing and monitoring purposes.
- \* Form the basis of a manual job file with other application forms and will be used for processing.
- \* If appointed, form the basis of a manual and computerised employment record.

I declare that the information provided on this form is true and completed to the best of my knowledge and belief. I understand that any false or omitted information may result in dismissal or other disciplinary action if i am appointed.

Signature\_\_\_\_\_

Date\_\_\_\_\_

# Child & Vulnerable Adult Protection Policy

## Appendix VII (iii)

### Guidelines for Recruitment and Management of Volunteers & Workers

Have your prospective staff and volunteers completed the Volunteer and Worker Application form supplied with this pack?

#### **Did They?**

- \* Indicate their interests and any other voluntary activities in which they are involved?
- \* Supply names of two referees, who are not family members?
- \* Sign the declaration of past convictions or cases pending?
- \* Sign a copy of the organisation's Child/Vulnerable Adult Protection Policy?

#### **Did You?**

- \* Give them a written assurance of confidentiality?
- \* Check their references provided in the application form?
- \* Give them a copy of the induction package for staff and volunteers? which should include:
  - \* Child & Vulnerable Adult Protection Policy
  - \* Relevant Code of Conduct
  - \* Information on the Principals & Policies of Comhaltas
  - \* Written guidelines about their specific duties
- \* Make them aware of the complaints procedure that exists within your branch?

#### **Induction Process - Before you appoint/approve you should:**

- \* Approve and minute all appointments at a board meeting.
- \* Obtain clearance from DBS/Disclosure Scotland.
- \* Confirm the appointment in writing.
- \* Organise for supervision and support assistance for all staff and volunteers. This should be followed up with a review.
- \* Have in place a system to monitor concerns/complaints when they are brought to your attention.



- \* Ensure they have attended child/vulnerable adult training within the last 3 years (this should be organised within the branch every 3 years)
- \* Convene a training needs assessment during the probationary period of each appointment.



## Appendix VII(v) Parental Consent Form

Complete this form in full; it is necessary for your child's safety and protection. Read carefully the note below to ensure you are in a position to give consent. Please inform us of any changes to this information as soon as possible.

Information concerning programmes will be displayed in the centre and every attempt will be made to provide advanced notice of out of centre activities. Occasionally this notice may be limited to take advantage of transport or offers.

Permission is given for my child to participate in \_\_\_\_\_  
Comhaltas programmes and activities, including out of centre activities. (Programmes that include a residential experience or activities considered to involve additional risk will be notified and will require the completion of a further detailed consent form)

CHILD'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_ POSTCODE \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ TELEPHONE \_\_\_\_\_

EMERGENCY CONTACT \_\_\_\_\_ TELEPHONE \_\_\_\_\_

ACTIVITY MY CHILD IS PARTICIPATING IN:

\_\_\_\_\_ DATE(S) \_\_\_\_\_

PLEASE IDENTIFY BELOW ANY ILLNESS, CONDITIONS, ALLERGIES

IS HE/SHE CURRENTLY TAKING ANY FORM OF MEDICATION **Yes/No**

IF YES, PLEASE GIVE DETAILS \_\_\_\_\_

DOES HE/SHE NEED TO BE IN POSSESSION OF OR NEED TO BE ABLE TO ADMINISTER MEDICATION **Yes / No**

CAN HE/SHE ADMINISTER THIS MEDICATION WITHOUT ASSISTANCE **Yes / No**

PLEASE DETAIL ANY OTHER INFORMATION YOU FEEL MAY BE USEFUL TO US IN CARING FOR YOUR CHILD

---

HAS YOUR SON/DAUGHTER BEEN INJECTED AGAINST TETANUS?  
**Yes / No** **Date** \_\_\_\_\_

Sun Screen: In the event of your child needing but not having sunscreen, may we apply this on your behalf? **Yes / No**

My child is allergic to sunscreen **Yes / No**

Can your child walk home alone? **Yes / No**

Can your child swim? **Yes / No**

Do you permit water based activities? **Yes / No**

My Son/Daughter can be collected by:

Name of Individual \_\_\_\_\_ Or \_\_\_\_\_

A child will not be permitted to attend an activity without a completed parental consent form. A hand written note will not be accepted. However, if a child attends a programme without a valid parental consent form, and a programme worker is unable to contact someone with parental responsibility, then the child may be taken on the activity, if the programme worker judges the child may be at risk by being left behind.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**Appendix VII(vi)**  
**Trip Information Form**

PROGRAMME / ACTIVITY\_\_\_\_\_

DATE\_\_\_\_\_ DEPARTURE TIME\_\_\_\_\_ COST\_\_\_\_\_

LOCATION\_\_\_\_\_

LEADER IN CHARGE\_\_\_\_\_ CONTACT NO.\_\_\_\_\_

TRANSPORT ARRANGEMENTS:

EQUIPMENT REQUIRED:

**Appendix VII(vii)**  
**ACCIDENT / INCIDENT REPORT FORM**

**This form must be completed as soon as possible after an accident/  
incident. Leaders should ensure that the Accident/Incident Book is  
also completed.**

NAME OF PERSON \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_ POSTCODE \_\_\_\_\_

AGE \_\_\_\_\_ TELEPHONE NUMBER \_\_\_\_\_

NAME OF PARENT/GUARDIAN \_\_\_\_\_

ADDRESS (IF DIFFERENT FROM INJURED PARTY) \_\_\_\_\_

\_\_\_\_\_ POSTCODE \_\_\_\_\_

NAME OF WITNESS 1 \_\_\_\_\_ TELEPHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

NAME OF WITNESS 2 \_\_\_\_\_ TELEPHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

LOCATION OF ACCIDENT/INCIDENT \_\_\_\_\_

DATE \_\_\_\_\_ TIME \_\_\_\_\_

DESCRIPTION \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNED BY WITNESS 1 \_\_\_\_\_ DATE \_\_\_\_\_

SIGNED BY WITNESS 2 \_\_\_\_\_ DATE \_\_\_\_\_

ACTION TAKEN \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REPORTED TO \_\_\_\_\_ BY \_\_\_\_\_

HOW \_\_\_\_\_ WHEN \_\_\_\_\_

SIGNED (LEADER) \_\_\_\_\_ DATE \_\_\_\_\_

Appendix VIII (i)  
Code of Conduct for Tutors

1. Each tutor is required to arrive 10 minutes before their first class to collect any applicable resources and set up room in preparation.
2. Each tutor is required to arrive in a presentable manner and not be under the influence of alcohol or any recreational drugs.
3. Each class must begin on time and end on time.
4. Your class must not be left unattended at any time.
5. Attendance records are your responsibility and must be completed before each class begins in accordance with Health & Safety laws.
6. Applicable Resources / Attendance Sheets must be handed in once class is over
7. Tutors will treat children and young people with courtesy, respect and dignity.
8. Inappropriate language by tutors will not be tolerated.
9. Tutors should avoid being alone with a child or young person. .
10. Physical contact between children / young people and tutors will be appropriate at all times. Favouritism will not be accepted.
11. Bullying of children/young people by tutors working with them will not be tolerated.
12. Bullying of children/young people by their peers will not be tolerated and should be referred by Tutors to DLP's where present.
13. Discrimination of any kind is unacceptable within Comhaltas.

**If you have a safeguarding concern, contact your branch DLP(s)**

**THE BRANCH DESIGNATED LIAISON PERSONS ARE**

**NAME**

**CONTACT**

**NAME**

**CONTACT**

## Appendix VIII (ii)

### Code of Conduct for Parents/Guardians

Comhaltas adopts a child centred approach and philosophy to the running of Branches to ensure that our young members are at all times provided with the highest standard of tuition, by working to an agreed set of standards.

Enforcement of this conduct is the responsibility of every member of CCE and any queries regarding this code should be referred to the DLP's or Branch Chairperson.

Parents/Guardians have an influential role to play in encouraging their children to adopt positive attitudes to maintain the ethos of Comhaltas.

It is required that Parents/Guardians agree to the following:

1. Know class start/finish times ensuring your child arrives promptly and safely for each lesson.
2. Collect your child immediately after each class finishes.
3. Comhaltas are not responsible for children between class times.
4. Respect tutors opinion and encourage children to do likewise.
5. Show appreciation for tutors / volunteers.
6. Praise good performance and efforts from all individuals and groups.
7. Congratulate all participants regardless of outcomes.
8. Use correct language at all times
9. Respect the rights, dignity, diversity and worth of everyone
10. Be prepared to support events organised by the Branch.
11. Notify Tutors/Volunteers of any relevant medical or other condition regarding your child
12. It is Parent/Guardian responsibility to ensure their child's understanding and cooperation of Child/Young Persons code of conduct
13. It is Parent/Guardian responsibility to check notice boards for any relevant important information.

Appendix VIII (iii)  
Child/Young Persons Code of Conduct

All Children/Young People are encouraged to be open with their Tutor/ Volunteer and share any concerns or complaints.

It is required that all children/young people agree to the following:

1. Respect the rights, dignity and worth of everyone equally
2. Show respect to your Tutor during lessons
3. Bullying of any kind is unacceptable within Comhaltas.
4. Discrimination of any kind is unacceptable within Comhaltas.
5. Good behaviour is expected at all times
6. Children/Young People are not permitted outwith venues unaccompanied or without permission.
7. Be on time to not disrupt lessons.
8. Come prepared with necessary materials for lessons.
9. All mobile phones must be switched off during lessons.

**If you have a safeguarding concern, contact your branch DLP(s)**

**THE BRANCH DESIGNATED LIAISON PERSONS ARE**

**NAME**

**CONTACT**

**NAME**

**CONTACT**



Appendix VIII (iv)  
Adult Student Code of Conduct

Comhaltas are fully committed to safeguarding and promoting the well being of all its members. We believe it important that Members, Tutors, Volunteers & Parent/Guardians associated with branches must, at all times show respect and understanding for the safety and welfare of everyone.

It is required that all musicians agree to the following:

1. Respect the rights, dignity, and worth of everyone equally.
2. Show respect to your Tutor during lessons
3. Bullying of any kind is unacceptable within Comhaltas.
4. Discrimination of any kind is unacceptable within Comhaltas.
5. Good behaviour is expected at all times
6. Children/Young People are not permitted outwith venues unaccompanied or without permission.
7. Be on time to not disrupt lessons.
8. Come prepared with necessary materials for lessons.
9. All mobile phones must be switched off during lessons.

**If you have a safeguarding concern, contact your branch DLP(s)**

**THE BRANCH DESIGNATED LIAISON PERSONS ARE**

**NAME**

**CONTACT**

**NAME**

**CONTACT**

Appendix IX  
Disciplinary Procedure

**Disciplinary Procedure for Staff / Volunteers**

An oral warning

A written warning - Report incident to Branch Standing Committee

A final written warning

Suspension without pay/privileges

Transfer to another task, or section of Branch

Some other appropriate disciplinary action of short dismissal or dismissal

In the case of a safeguarding incident/concern, these will automatically be reported to the relevant bodies.

**Disciplinary Procedure for Members**

An Oral Warning

A written warning - Report incident to Branch Standing Committee

A final written warning

Some other appropriate disciplinary action of short dismissal or dismissal

Dismissal from activity.



## Appendix X

### Confidentiality Policy

***Comhaltas will never promise to keep secrets. However, information of a confidential nature will only be communicated on a “need to know” basis, with the welfare of its participants, members, workers and volunteers paramount. Considerations of confidentiality will not be allowed to override the rights of children or young members to be protected from harm.***

1. The purpose of this policy is to ensure that everyone participating with and working/volunteering for Comhaltas is aware of their responsibilities when using confidential information.

1.1. The principle of underpinning this policy statement is that no one shall misuse any information or allow others to do so.

All branches of Comhaltas need to establish working practices that effectively deliver the level of confidentiality that is required by law, ethics and Policy statement. The objective must be continuous improvement.

2. This Policy statement is designed to:

- a) Introduce the concept of confidentiality and the duty of confidence
- b) Demonstrate the practical safeguards that should be put in to place
- c) Provide a description of the main legal requirements

This policy should be provided and readily available to all members, workers and volunteers.

3. The Policy statement

3.1 This Policy statement applies to all personal information held by Comhaltas on its participants, members, workers and Volunteers, whether written, digitised, visual or on audible record, or simply

held in the memory of a member of staff. It applies equally to all members, workers and volunteer.

3.2. All members, workers and volunteers hold information about people that may be private and sensitive. This information is collected to provide the highest standard of care and professionalism to individuals and generally must not be used for other purposes without the individuals knowledge and permission. In the same way, information about staff and volunteers, which is processed for the purpose of their role within Comhaltas, should be treated as confidential.

Confidentiality should only be breached in exceptional circumstances and with appropriate justification. All members, staff and volunteers should ensure the following principles are practiced:

When you are responsible for confidential information, you must make sure that the information is effectively protected against improper disclosure when it is received, stored, transmitted or disposed of.

Confidential information must be stored in a secure location by the Branch secretary and/or the DLP's and those involved in a particular activity and only be accessed by these people if it is appropriate to the role they are engaged to undertake

Every effort should be made to ensure that everyone understands how information about them will be used before they supply any confidential information.

Disclosing information outside of Comhaltas that could have personal consequences for participants, members, workers and volunteers, should only be considered where it is done so with people who understand that the information is shared with them confidentially and that you must be prepared to explain and justify your decision to do so. If you have any doubts, discuss these with your Branch Chairperson.

## Appendix XI Grievance Policy & Procedure

### **Policy**

Comhaltas recognise that volunteers have the right to raise grievances about any matter related to their volunteering (this could be in relation to another volunteer, member of staff, or the manner in which they are being treated by Comhaltas).

The welfare of its volunteers is of paramount importance to Comhaltas. The grievance procedure is in place to ensure that all volunteers are dealt with in a fair manner.

### **Procedure**

1. If a volunteer has a complaint against a member of staff, another volunteer or the organisation in general, they should first discuss this with their Branch or Regional Standing Committee. The volunteer may be accompanied by a third party at this meeting.
2. If the person whom the complaint is against sits on the appropriate standing committee, the matter should be referred to the next superseding committee.
3. If the matter is not resolved at this initial meeting, the complaint should be made in writing to the Ardchomhairle of Comhaltas. This may require a special meeting with relevant staff & volunteers. The matter will be resolved as quickly as possible and treated confidentially.



Appendix XII (i)  
Child & Vulnerable Adult Protection Policy

**To be displayed at all Branch Locations**

Comhaltas is committed to taking every appropriate step to ensure the safety and well being of the people with whom it works, regardless of class, gender, race or creed. Comhaltas has a 'Zero tolerance' policy with regard to abuse, intimidation, bullying (emotional or physical), racism and sexual behaviour directed towards children and vulnerable adults. All Comhaltas volunteers must be aware of this policy and it is their duty to guarantee its implementation.

The policy states:

“All children, young people and vulnerable adults should enjoy Comhaltas facilities and activities without fear of physical, sexual, emotional abuse or neglect.”

This policy has been reviewed and approved by the \_\_\_\_\_  
Branch of Comhaltas.

**Designated Liaison Officer for \_\_\_\_\_ Branch**

Name

Contact Address:

Telephone Number:

**Designated Liaison Officer for \_\_\_\_\_ Branch**

Name

Contact Address:

Telephone Number:

Appendix XII (ii)  
Useful Contact Details

**To be displayed at all Branch Locations**

**If you have any concerns, please contact one of the following:**

**Designated Liaison Officer for \_\_\_\_\_ Branch**

Name

Contact Address:

Telephone Number:

**Designated Liaison Officer for \_\_\_\_\_ Branch**

Name

Contact Address:

Telephone Number:

**Provincial Council Designated Child Protection Officer**

Name

Contact Address:

Telephone Number:

**NSPCC Child Protection Helpline: 0808 800 5000**  
**Police: (In Emergency) 999 (non emergency) 101**  
**Disclosure & Barring Service (England & Wales Only)**  
**Telephone: 03000 200 190**  
**Disclosure Scotland (Scotland Only)**  
**Telephone: 0870 609 6006**

Appendix XII (iii)  
Guidelines in event of Accident/Incident

**To be displayed at all Branch Locations**

**Guidelines for reporting accidents**

In the event of an accident, 2 copies of the accident form must be completed immediately

in the case of a child or vulnerable adult, make contact with parent/guardian as soon as possible informing them of the accident any action taken.

This form must be signed and dated by group leader and witnesses.

One copy of this must be filed in appropriate manner, and one copy forwarded to DLP for record keeping / any further action

Sign off any action required from senior person in charge

**Guidelines for reporting allegations/incidents**

The relevant form must be completed immediately, signed and dated by group leader

Inform DLP ASAP, 1 copy of form to be sent to them within 24 hours.

Ensure confidentiality 'Need to Know' - (see confidentiality policy)

In the case of children / vulnerable adults, Inform parents /guardian, unless to do so may put them at further risk.

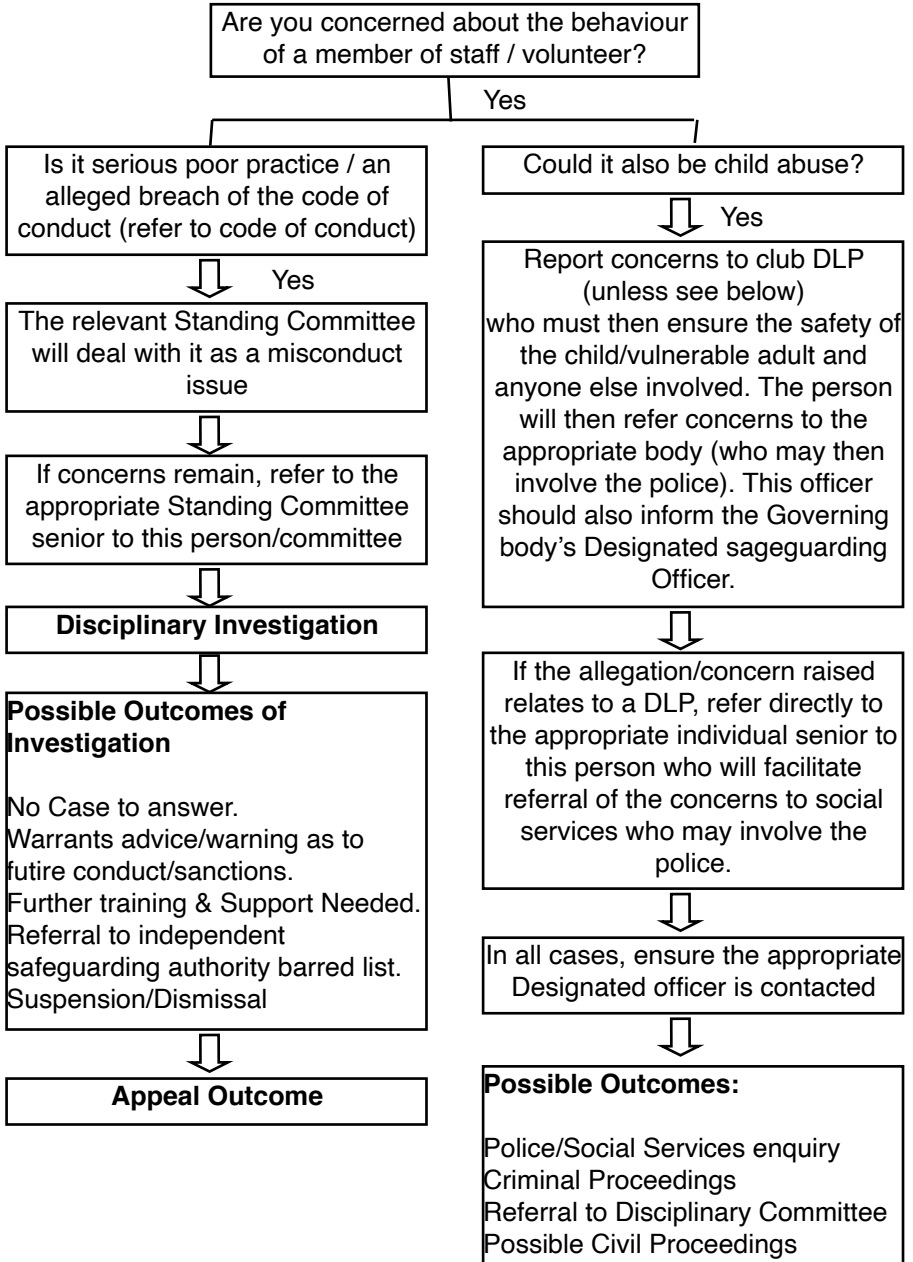
If incident involves group leader, refer to DLP to take action.

It is the responsibility of the person who becomes aware/witnesses an incident to report it.

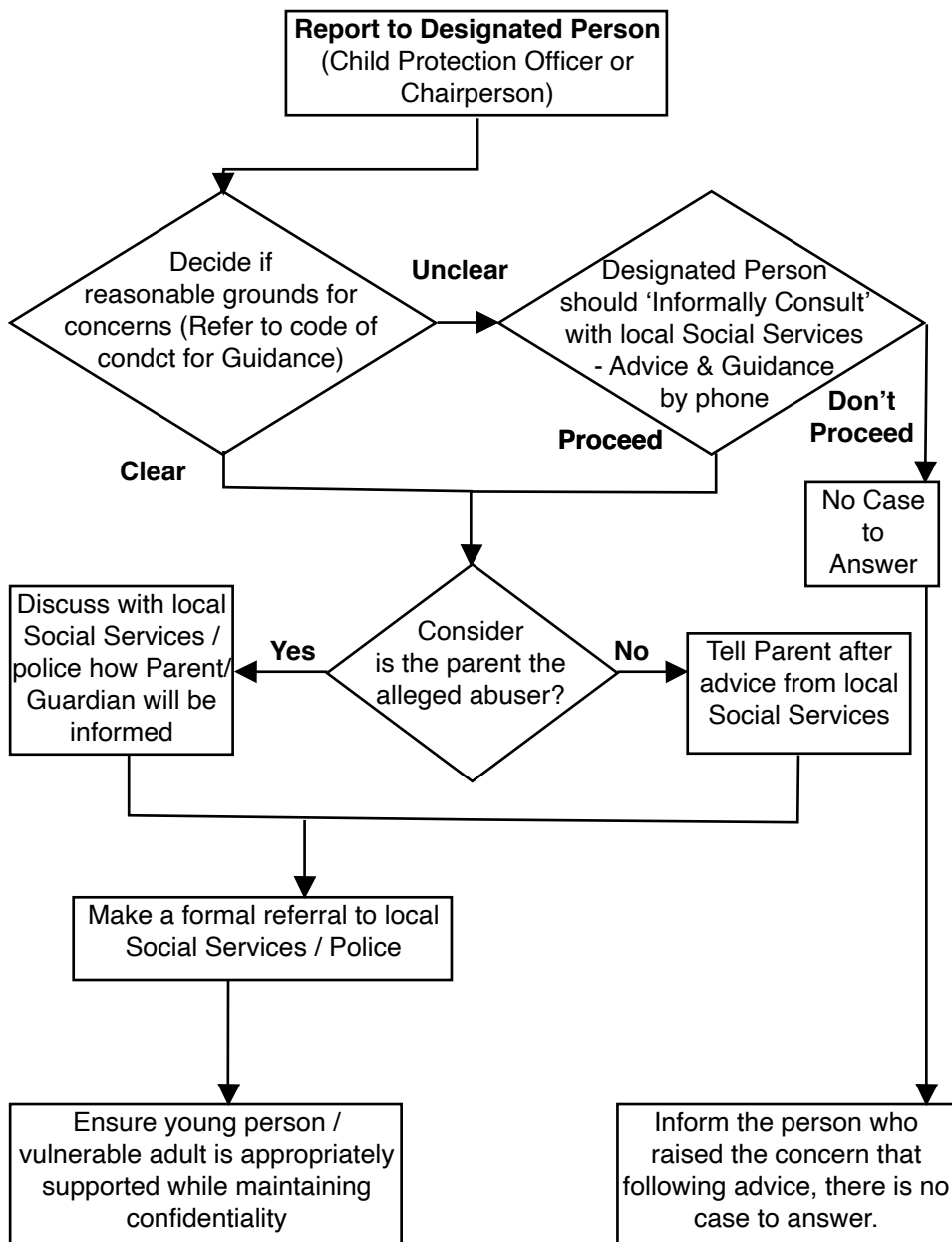


## Appendix XII (iv) internal Concerns Flow Chart

### To be displayed at all Branch Locations



Appendix XII (v) External Concerns Flow Chart  
**(When the concern is about possible abuse outside the organisation)**



## Notes



Comhaltas in Britain  
England & Wales - St. Michaels Irish Centre  
6 Boundary Lane, Liverpool, L6 5JG

Scotland - 54 Admiral Street,  
Kinning Park, Glasgow, G41 1HU

[www.comhaltas.co.uk](http://www.comhaltas.co.uk)  
[facebook.com/comhaltasnabreataine](https://facebook.com/comhaltasnabreataine)

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